

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T- 340	Page: 1	of: 2
Title: Auxiliary Program Funding		
Regulatory Authority: 12VAC5-31-1570		
Date of Issue: March 1, 2005	Effective Date: July 1, 2008	

- A. This funding is to support Auxiliary Programs conducted in the Commonwealth. Please see T-010 for a list of approved programs and whether the program is eligible for funding through the EMSTF.
1. Funding will be initiated upon completion and submission of a Summary Auxiliary Roster, CE scancards for the auxiliary program (in the same order as the roster), and an invoice.
 2. Funding is for OEMS recognized medically oriented programs only, such as but not limited to:
 - a. ACLS
 - b. ITLS
 - c. PHTLS
 - d. PALS
 - e. ITLS – Pediatric
 - f. PPEP
 - g. PPC
 - h. ATLS
 - i. NALS
 - j. APLS
- B. Auxiliary program funding is for programs where:
1. The program satisfies all relevant requirements listed in the EMS Regulations 12 VAC 5-31, the Training Program Administration Manual, and the EMSTF Administrative Manual.
 - a. The Contractor provides the Purchasing Agency with the services required as specified by 12 VAC 5-31 of EMS regulations and Office of EMS policies.
 - b. The contracted course is conducted as specified in 12 VAC 5-31, the Training Programs Administration Manual and the criteria specified for the course of instruction.

C. The Contractor shall:

1. Submit a completed Virginia Office of EMS Emergency Medical Services Training Fund Auxiliary Program Funding Contract with the "Course Approval Request Form".
2. Indicate on the Course Approval Request Form that funding is requested.
3. Submit appropriately, all CE scancards as specified in 12 VAC 5-31 of EMS regulations, the Training Program Administration Manual and the EMSTF Administrative Manual.
4. Submit an invoice that includes the course number, a signed Summary Auxiliary Roster, and CE cards (in the same order as the roster), tri-folded for payment at the end of the program.

D. Funding shall be based upon submission of:

1. The number of Virginia Certified providers completing the program as evidenced by the submission of a "Virginia Office of EMS Auxiliary Program Attendance Roster";
 - a. CE cards must be submitted with the roster. **Note:** Instructors may receive CE credit for an auxiliary course they teach/instruct, however they may not receive ALS Training Funds by submitting their name on the "Virginia Office of EMS Auxiliary Program Attendance Roster"; and
2. Payment is processed upon receipt of an invoice, CE scancards and the Summary Auxiliary Roster for each completed program.
3. Any course fee shall be reduced by the amount in which the course is being funded by the Office as demonstrated forming the funding contract.

E. If the contractor is found to have submitted falsified records or to have distorted, forged or misrepresented information to students, EMS Providers or to the Office, the Office reserves the right to nullify this contract and all other contracts the Contractor has with the Office or impose other appropriate corrective actions. Subsequently, the Contractor will be barred from submitting request for funding of any type (to include but not be limited to the Rescue Squad Assistance Fund) for a period of five (5) years. OEMS reserves the right to pursue appropriate legal action. Falsification of information discovered after disbursement of funds will require return of any awards and the possibility of appropriate legal action.